

Getting Results Without Authority: Latest Techniques to Influence People

OSALP 2009 Open Enrolment Course



Whether you're dealing with bosses, colleagues, staff members or senior management, winning respect and cultivating influence and cooperation are absolutely essential to career success

OSALP International professional training courses combine the latest tools, techniques, market research, case studies and dynamic ways of thinking, delivered by experienced trainers to ensure the skills and knowledge acquired are directly applicable to your organization.

- ◆ **Research** Latest concepts, tools, techniques, tried and tested methods
- ◆ **Trainers** Highest standard of dynamic trainers with cross-industry experience
- ◆ **Applicability** Training relevant to your needs and your workplace
- ◆ **Interactive** Just the right number of participants with group exercises, role-plays and feedback
- ◆ **Action** Planning, implementation and follow-up
- ◆ **Documentation** Comprehensive supporting notes and further reading material

Influencing and Getting Results Without Authority: Latest Techniques to Influence People: 1 day course

10

At this seminar, you'll focus on the key elements of influencing others when there is lack of authority—personal power, persuasion and negotiation. Learn how to build your power base using the Personal Power Model...understand exchange and reciprocity (the first steps in the Influence process)...adapt behavior patterns that build credibility...persuade with a framework of discovery, preparation and dialogue...

The Course

- ◆ Personal Power
- ◆ Understand your personal power
- ◆ Personal power behaviors
- ◆ Attributes of effective/ineffective influencers
- ◆ Your power relative to the other person
- ◆ Influence strategies
- ◆ Commitment Model: why commitment from others doesn't happen by chance
- ◆ Reciprocity and Relationships: The First Step in the Influence Process
- ◆ Personal Preferences
- ◆ Persuasion
- ◆ Get Better Results from Negotiation
- ◆ Adapt your style to the person or situation you're dealing with

What will you Learn?

- ◆ Establish or regain credibility so you can begin to Influence
- ◆ Effectively use your power base to persuade others
- ◆ Understand the person you're trying to Influence and persuade through give-and-take
- ◆ Develop and grow relationships within your organization and beyond
- ◆ Create a collaborative work environment for faster, better results
- ◆ Let work styles and communication differences work for, not against, you
- ◆ Successfully sell your ideas and implement change
- ◆ Achieve trust and give-and-take relationships up, down and across the organization
- ◆ Project self-confidence without being pushy



Who Should Attend

- ◆ Managers, Supervisors
- ◆ Team leaders
- ◆ Project managers and office professionals who need to get work done through others—or anyone who needs to convince another person to buy into an idea or follow up on a request.

Registration

Please contact **Sara Kalsoom**,
Facilitator Corporate Services with participants' details:

- ◆ Email: sara@osalp.com.pk
- ◆ Phone: 042-660 1495, 042-6610391 -5
- ◆ Mobile: 0300-5500690
- ◆ Fax: 042-6610396

Date 2009

- ◆ 11th Feb Wed Karachi

Course Fee

- ◆ **Course fee = Rupees 12,000/Person**
- ◆ Course fee is inclusive of Training Booklets, Lunches, Teas and Training Certificates
- ◆ We offer group package rates for more than 2 participants from the same organization

This Training In your Company

If you have a number of delegates with similar training needs, OSALP International also offers cost-effective in-house or on-site training solutions. The course can be tailor-made to suit your specific needs.